

VPSCG – Regional Choice Initiative

High School Principals Meeting

Agenda

October 6, 2010

“It’s choice – not chance – that determines your destiny.”

Jean Nidetch

Prepared by: Marianne LeDonne

RCI-Open Seats Program

- RCI Data Management System Support and Handwritten Forms

RCI – Dual Enrollment Program

- Cast the Net Wide
- RCI Data Management System Support

RCI – Cyber/Technology Program

- FLVN Issues and Resolution
- Let’s Look At a Course!
- Customized Trainings Available
- Notetaking in the 21st Century

VPSCG – Regional Choice Initiative

High School Principals Meeting

Background

October 6, 2010

RCI – Open Seats Program

- Marsha Hughes will be scheduling time with you to help answer questions about the Open Seats student information in the Data Management System. She will answer technical questions, as well as review the type of information that is to be reported and updated on a regular basis. **Continuation of funding is dependent on the information being complete for each previous school year by the October 15 deadline.**

RCI – Dual Enrollment Program

- Cast the net wide. The goal of the RCI is to fund more students taking a single class rather than fund a single student multiple times within a single school year. A student could take three three-credit classes from the summer of her sophomore year through her senior year. The preferred student is not a motivated straight “A” student.
- Marsha Hughes will be scheduling time with you to help answer questions about the Dual Enrollment student information in the Data Management System. She will help solve problems you may be experiencing while using the RCI DMS. She will answer technical questions, as well as address the issue of **handwritten registration forms not being accepted. Students whose handwritten forms are sent to the RCI office will not be funded nor reimbursed until the form is received having been generated in the RCI DMS. Please refer to the May 26, 2010 letter sent to you via email.**

RCI – Cyber/Technology

- As reported earlier to all of the RCI districts, we have experienced broken links within the FLVN courses which have resulted in students and teachers being unable to work with the courses. We achieved a resolution/Plan of Action for FL to institute ASAP. We look for all courses to be made whole and available in their entirety as soon as Noon this Monday . FL is taking full responsibility for restoring the courses on our Moodle Server. Please let us know ASAP{ if a course your teachers are using contains broken links.
- Let’s look at a course!

MOODLE DO'S

DO ENCOURAGE STUDENTS TO LEARN TOGETHER THROUGH SHARED MOODLE-BASED EXPERIENCES

DO ENCOURAGE STUDENTS TO BE SECURITY-CONSCIOUS

DO START SMALL BUT THINK BIG

DO SAVE, SAVE, SAVE

DO ENTER BRIEF, HELPFUL SUMMARIES FOR YOUR RESOURCES

DO SET AN ENROLLMENT KEY

DO ENCOURAGE STUDENTS TO THINK BEFORE THEY POST

DO USE LABELS TO APPROPRIATELY DIVIDE/ANNOTATE YOUR COURSE SECTIONS/WEEKS

DO SET UP YOUR NEW COURSE (WEEKS OR TOPICS, NUMBER OF SECTIONS, ETC...) PRIOR TO IMPORTING/OVER-WRITING WITH ANOTHER COURSE

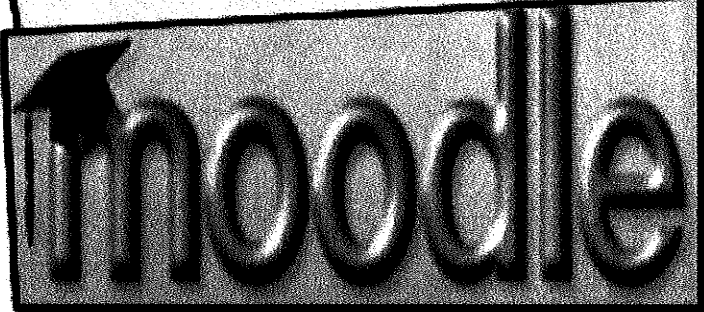
DO ENCOURAGE STUDENT FEEDBACK ABOUT COURSE STRUCTURE, USABILITY, ETC.

DO CREATE CUSTOM GRADING SCALES

DO SHARE WITH COLLEAGUES

DO TEACH STUDENTS TO MODIFY SUBJECTS IN FORUMS

THE MODULAR OBJECT-ORIENTED DYNAMIC LEARNING ENVIRONMENT!



YOUR JOB AS A TEACHER CAN CHANGE FROM BEING 'THE SOURCE OF KNOWLEDGE' TO BEING A ROLE MODEL AND INFLUENCER OF CLASS CULTURE, CONNECTING WITH STUDENTS IN A PERSONAL WAY THAT ADDRESSES THEIR OWN LEARNING NEEDS, & MODERATING DISCUSSIONS & ACTIVITIES IN A WAY THAT COLLECTIVELY LEADS STUDENTS TOWARD THE LEARNING GOALS OF THE CLASS.

MOODLE DO NOT'S

DON'T ASSUME THAT THE COOLNESS OF MOODLE WILL INSPIRE OR MOTIVATE YOUR STUDENTS - GOOD TEACHING WILL!

DON'T VIOLATE COPYRIGHT LAWS

DON'T FORGET TO CHECK YOUR USERS' PROFILES

DON'T ENCOURAGE USERS TO RUN POWER POINT PRESENTATIONS IN THEIR BROWSERS

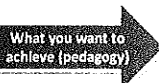
DON'T BE AFRAID TO EXPERIMENT

DON'T BE DISTRACTED BY SHINY STUFF - CONTENT IS MORE IMPORTANT THAN FLASH ;-)

<http://moodle.org>

FOR MORE INFORMATION AND COMPLETE DOCUMENTATION VISIT THE WEBSITE!

Moodle Tool Guide for Teachers



Ease of use
How easy can this be set up by you?

Information Transfer
Is it a tool for disseminating information from you to your students?

Assess learning
Will this tool allow you to assess your students' learning?

Communication & interaction
Can it be used for communication & interaction among participants (you & your students)?

Co-create content
Can you & your students collaborate & create content together?

Bloom's
Allows what thinking order?
•Remember
•Understand
•Apply
•Analyse
•Evaluate
•Create

Add Resource
Upload a file (Word Document/ PowerPoint)

Easy, like an email attachment. But can your doc stand on its own?

Yes. Only teachers can upload files to course site. So definitely a push-tool.

Maybe. Use to give task. Collect student files through Forum or Assignment.

No. It's a distribution tool. No option for interaction or communication.

Maybe. Use to give task. Collect student files through Forum or Assignment.

None. This is not a learning activity, but information transfer.

Add Resource
Link to a web page

Easy, find the web address (aka url – the bit that starts with http://), copy it, paste it.

Very easy way of leading students to information. Can link directly to database articles.

Not directly. Option is to link to external student e-portfolios or blogs.

Maybe. Link to external tools eg Google Calendar, groups, blogs or wikis.

Maybe. You can link to external collaborative sites eg. Google Docs, wikis or blogs.

6/6
Can do all of the above, depending on where you link to.

News Forum
Use to send out course announcements

Easy. It's a standard forum, already set up in your course.

Yes. Include course updates, encouragement, timely links, etc.

No. The News Forum is limited. Students cannot post new topics.

You can start new topics. Students respond. Great for establishing course rhythm.

Limited because students cannot start new topics. Tip: Set up another Forum.

2/6
Not strictly learning activity. Test readiness for next class? R & U

Discussion Forum
Use for many types of learning activities *

Easy. Forum has usable default settings. A name & description is enough.

Share resources as links or files. High message volume? Risk of losing info.

Forum is versatile & allows this, e.g. design a formative assessment activity.

Yes. Students communicate with you & peers. Interact as a class or in groups.

Yes. Students can collaborate & explore topics, discuss them & write together.

5/6
Understand, Apply, Analyse, Evaluate, Create

Wiki
Use for many types of learning activities

Tricky. Decide on individual & group settings. Has some quirks. Get some training.

Yes. Use as information site. Allow editing only by teachers or by any participant.

Wiki is versatile & allows this, e.g. design a formative assessment activity.

Not suited for discussions. Use in brainstorming, planning, collaborative writing...

Yes. Students can collaborate & explore topics, discuss them & write together.

5/6
Understand, Apply, Analyse, Evaluate, Create

Glossary
Use for learning activities that gather resources or present info

Default settings are good. Try to set it so the author's name is shown.

Use glossary to define terms or present info. Better yet, let the students add to it.

Glossary is versatile & allows this. But you need to design the right learning activity.

Not suited for discussions. Students can read other entries & comment or rate.

Only original author can edit an entry. Class can collect reviews, resources, etc

5/6
Understand, Apply, Analyse, Evaluate, Create

Quiz
Use to assess learning, formative or summative.

Tricky & takes time. Set up quiz, then questions. Consider your categories.

The quiz is aimed at assessment, not as distribution channel. Tip: use as self-test.

Quiz can be timed & secure. Has essay, mc, true/false, matching, & other questions.

No. Tip: Use forums instead.

No. Tip: Use forums or wikis instead.

6/6
Can test all 6 but this requires you to be creative in your assessment.

Lesson
Use for presenting branched info or testing

It can be tricky to set up, make sure you plan the lesson first. Worth the effort.

Great for presenting information in a branched, guided way.

Yes, allows grading. Use as branched quiz, scenario, case study, role play.

No this is an individual activity, not a group activity.

No this is an individual activity, not a group activity.

6/6
Can test all 6 but this requires you to be creative in your assessment.

Assignment
Use to collect, assess & provide feedback on assignments

Easy. Choose from 4 types. Both online & offline assignments are possible.

No. The assignment tool is not a distribution channel.

Yes. Set due dates & maximum grades. Collect assignments and provide feedback.

No. Only allows very limited interaction between teacher & student.

No. Currently it does not allow group assignments. Use forum or wiki.

6/6
Indirectly. Depends on your assessment design.

Database
Allow students to collect, share & search created artifacts

Tricky to set up. Know what you want before you build. Get some training.

Can be used for teacher to present info, but better to let the students add to it.

Database is versatile & allows this. But you need to design the right learning activity.

Not suited for discussions. Students can read other entries & comment or rate.

Students can share info & files in searchable way. Create joint collections.

5/6
Understand, Apply, Analyse, Evaluate, Create

Great fit

Can work w/ some learning design

Not best tool for the job

How to use this guide

Are you a teacher new to Moodle? Use this guide to pick the right tool for the job.

*Know which tool you want to use? Follow its row across to see its strengths & weaknesses.

*Know what you want to achieve? Pick a column and follow it to see which tool will help you do it.

*Be creative with Discussion Forums

It doesn't always have to be an in-depth class discussion. Other activity ideas: class debate, team discussions, report weekly project findings, web quests, role play & feedback, gather resources & reviews, assessment support, Helpline, NZ's Got Talent (use the rating), rotated student-led discussions, weekly magazine,...

Need more Moodle help?

•Moodle community at www.moodle.org
•Download Using Moodle book (it's free!)
•@lasic's 2 Minute Moodles videos
•@moodleman blog: www.moodleman.com
•Go meet your friendly e-learning, flexible learning or educational technology team.
Buy them a coffee!



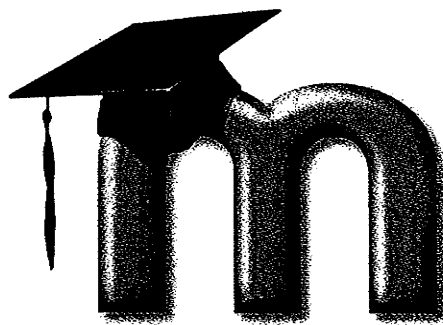
Learn more at
www.moodle.org

Moodle

What are you waiting for?

What is Moodle?

Moodle is a virtual learning environment where teachers can build virtual classrooms complete with online assignments, readings, quizzes, or chats, and where staff can build resource pages with downloadable documents, assigned readings, or discussion boards. Moodle can be used on Macs and PCs, is free to teachers of subscribing districts, and is 100% online, so you can access it from any computer at any time.



> Logging In

Visit your Moodle site and locate the (Log in) link in either the upper or lower right-hand corners.

Enter your username and password; if you don't have a username, log in as a guest, or contact your Administrator to create an account.

Don't have an account? Use the Create New Account button, or if the option is unavailable, contact the Site Administrator to sign up.

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser)

Username: jdoe
Password: *****

> Finding Courses

Using the Available Courses or Categories lists on the main page of the site, you can locate courses to participate in, or courses you teach. Use the Search field to find the class you're looking for.

To enroll: click on the course name; you may be asked to enter an enrollment key provided by the instructor.

Course categories	
ERTT	2
Books Training	6
Teachers-in-Training	60
Media	2
Miscellaneous	6

Search courses:

> Navigating

When you enter a course page, use the Breadcrumb trail in the upper left to get back and forth between the main page of the site, your course, and activities inside your course.

1 training ► 2 MDL01 ► 3 Lessons ► 4 Using Your Account

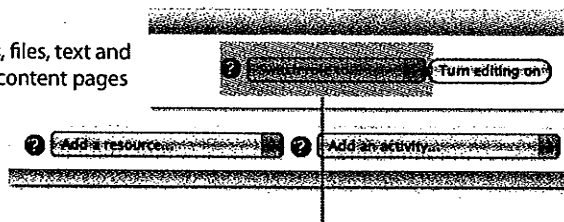
- 1 The site front page, always the first breadcrumb trail link
- 2 The course you're viewing
- 3 The activity type you've entered
- 4 The name of the activity you're viewing

> Editing your Course

Turn Editing On in the upper right-hand corner. Then, use the Add and Activity or Add a Resource menu to place items in your course.

Resources: Webpages, files, text and other non-interactive content pages

Activities: Lessons, Quizzes, Chats, Forums and other interactive tools



Walk in their shoes! Switch your role back and forth from teacher to student to preview your course as your students will see it.

FAQs

Q I can't log in after trying several possible passwords. Help!

A If you can't remember your password, do not try lots of possibilities. After a certain number of wrong attempts, you'll be locked out for 15 minutes. Click the "Help me Log In" button, or ask an administrator to reset your password instead.

Q How can I get a course I can edit?

A You must be a Course Creator on the site to create courses, or you may contact your Administrator to have a course created for you.

Q I can't edit my course anymore; the editing button is gone!

A You may be enrolled as both a student and a teacher, in which case the lower role takes precedence, and you are denied editing rights. Contact your Course Creator to have them remove you from the student list and restore your Teacher role.

Q How do I enroll students in my course?

A First, students must have accounts on your district's Moodle site. Contact your Administrator to sign them up. Then, visit the Admin block in your course, click "Assign Roles," then choose Student to assign students, Teacher to assign more teachers, etc.; your students can also enroll themselves, if you enable enrollment in Admin block > "Settings".

Q How do I access and edit my Profile?

A Wherever you see a name of a user in Moodle, clicking on their name is a link right to their profile; this means *you*, too! Click on **your name** in the top or bottom right-hand corners, then on the **Edit** tab across the top of your profile to edit personal details, your photo, and more.

> Module Settings: What do I need to worry about?

The following settings will need to be specified or set for almost every item you add to your course:

Name The name of the activity, which will appear on the course main page
Summary/Description A description of the activity, and in some cases, where you describe what is required of students to complete the activity
Group Mode If you want your students to work in groups, set the group mode to be separate groups (they cannot interact with or see members of other groups and their work), or visible groups (they cannot interact with but they can see the work done by other groups)
Grouping / Available for Group Members Only If you'd like some students not to see the activity exists at all, create a grouping, and limit the activity to be available for that group member set only
Visibility Set the activity to be shown or hidden from students
ID Number Rarely used; can be left blank. Is used for grading or for synchronization with an LDAP system.

> **Blocks** more at <http://docs.moodle.org/en/Block>
 With editing turned on, see the lower right-hand side of the course from the Blocks > Add... menu.

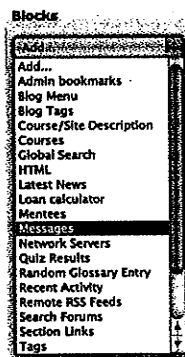


When you add a block, it is automatically dropped on the lower right-hand side of the course. Position it using the → icons.



Most blocks come with their own set of configurations; click the Configure button to set up the block the way you'd like it.

HTML If you'd like to make a custom block, choose HTML from the list of blocks, then edit it with your own text, images, or HTML embedded code, such as videos or animations.



> Uploading Files

In the course's Administration block, click Files to add documents. Files are only accessible to the Teacher, not students.

Make a Folder File your documents in an organized folder system

Upload a File Upload a file, much like attaching a document to an email

With chosen files... Delete, move, or archive files that are selected ()

Rename On the far right; change the names of files right inside Moodle

Iconology



Visible (students can see the activity or course)



Hidden (students cannot view the activity, but teachers can; great for "works in progress")



Delete an activity



Edit an activity



Preview



Indent to the left



Move up or down



Show all topics



Highlight this topic



This course requires a key, or password



This course allows Guest Access (no account required)



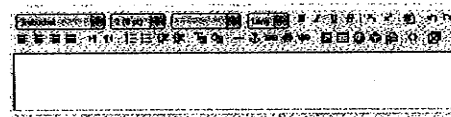
Get Info



Get Help

WYSIWYG

The What-You-See-Is-What-You-Get editor is provided for any text-entry space. Hover on the icons to learn their function, such as adding images, links, tables, or formatting text.



LOOKING FOR WYSIWYG DETAILS?

Visit http://docs.moodle.org/en/HTML_editor

Learn more

Find ideas, resources, and help

www.moodle.org; free account required

Watch and learn

www.moodletutorials.org

Try it out















<http://demo.moodle.org>;

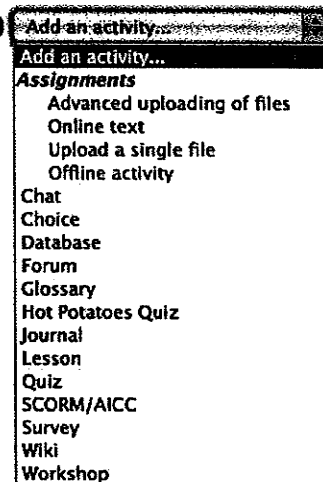
Playground resets every hour

Ask us at moodle@cciu.org

Activities

Don't forget to look for these explanations in Moodle, by clicking the ? next to the Add an Activity menu.

-  **ASSIGNMENTS** Assignments require students to prepare digital content (any format) and submit it by uploading it to the server. Typical assignments include essays, projects, reports and so on. This module includes grading options.
-  **CHATS** The Chat module allows participants to have a real-time synchronous discussion via the web. The Chat module contains a number of features for managing and reviewing chat discussions, such as transcribing, and a "beep" feature useful for raising hands.
-  **CHOICES** A choice activity allows a teacher to ask a question and specifies a choice of multiple responses. It can be useful as a quick poll to stimulate thinking about a topic; to allow the class to vote on a direction for the course; to run a mock or real election; or to gather research.
-  **DATABASE** The Database module allows the teacher and/or students to build, display and search a bank of entries about any conceivable topic. The format and structure of these entries can be almost unlimited, including images, files, URLs, numbers and text amongst other things. You may be familiar with similar technology from building Microsoft Access or Filemaker databases.
-  **FORUMS** A discussion board, forums can be structured in different ways, and can include peer rating of each posting. The postings can be viewed in a variety of formats, and can include attachments. By subscribing to a forum, participants receive copies of each new posting in their email.
-  **GLOSSARY** This activity allows participants to create and maintain a list of definitions, like a dictionary. The entries can be searched or browsed in many different formats. The glossary also allows teachers to export entries from one glossary to another (the main one) within the same course. Finally, it is possible to automatically create links to these entries from throughout the course.
-  **HOT POTATOES** This module, the "HotPot" module, allows teachers to administer fun, interactive Hot Potatoes quizzes via Moodle. The quizzes are created on the teacher's computer and then uploaded to the Moodle course.
-  **JOURNALS** In a journal, the teacher asks the student to reflect on a particular topic, and the student can edit and refine their answer over time. This answer is private and can only be seen by the teacher, who can offer feedback and a grade on each journal entry. (Not supported on all sites.)
-  **LESSON** A lesson delivers content in an interesting and flexible way. It consists of a number of pages, each normally ending with a follow-up question. Depending on the student's choice of answer they either progress to the next page or are taken back to a previous page. Navigation through the lesson can be straight forward or complex, depending largely on the structure of the material being presented.
-  **QUIZZES** This module allows the teacher to design and set tests, consisting of many kinds of questions. These questions are kept in a categorised database, and can be re-used within courses and even between courses. Quizzes can allow multiple attempts. Each attempt is automatically marked, unless the quiz contains essay questions.
-  **SCORM/AICC PACKAGES** A package is a bundle of web content packaged in a way that follows the SCORM or the AICC standard for learning objects. These packages can include web pages, graphics, Javascript programs, Flash presentations and anything else that works in web browsers. The Package module allows you to easily upload any standard SCORM or AICC package.
-  **SURVEYS** The Survey module provides a number of verified survey instruments that have been found useful in assessing and stimulating learning in online environments. Teachers can use these to gather data from their students that will help them learn about their class and reflect on their own teaching.
-  **WIKIS** A Wiki enables documents to be authored collectively using a web browser. The Moodle Wiki module enables participants to work together on web pages to add, expand and change the content. Old versions are never deleted and can be restored.
-  **WORKSHOP** A Workshop is a peer-assessment activity with a huge array of options. It allows participants to assess each other's projects, as well as exemplary projects, in a number of ways. It also coordinates the collection and distribution of these assessments.



Try every activity!
demo.moodle.org
Log in as a teacher,
and start creating!

Looking for more?
Find full activity documentation, discussions, how-tos and lesson ideas at www.moodle.org (free account required)



ACTIVITIES FOR TEACHERS
Let your students build a course glossary, to help them master concepts; create an assignment to turn in a PowerPoint show or a movie project; use a wiki to create a lecture summary, so students can compile their notes and absent students can catch up; test your students' understanding with a quiz, or create a PSSA or SAT practice test; use a journal to collect reflections, or have students track their progress throughout a whole year; hold a virtual office hour in a chatroom the night before a big test; bring students together in a forum to review each other's essays or have a debate.

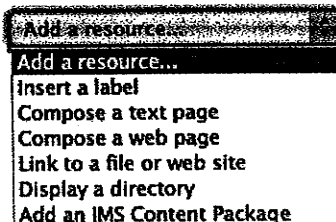


ACTIVITIES FOR OFFICE PROFESSIONALS

Use the activity menu to create Forums where your staff can discuss issues, ideas, or share information from conferences/events; use a Wiki to collaboratively edit a mission statement, curriculum, or to track progress on a project; try a Database for contact information; put your next training or staff meeting topic out to vote with a Choice; create an Assignment for your staff to turn in their annual performance evaluations, emergency contact information, or HR forms.

Resources

Don't forget to look for these explanations in Moodle by clicking the ? next to the Add a Resource menu.



TEXT PAGES This type of resource is a simple page written using plain text. A number of formatting types are available to help turn your plain text into nice-looking web pages. No images, links, or special formatting provided in a WYSIWYG Editor.

COMPOSE A WEBPAGE This sort of resource makes it easy to develop a complete single web page within Moodle, especially when you are using Moodle's WYSIWYG HTML editor. You have a lot of freedom to do almost anything you like using HTML, including Javascript.

LINK TO A FILE OR WEBPAGE This resource type allows you to link to any web page on the internet, or a file in your course files. Normal web pages are simply displayed as they are, while multimedia files are dealt with more intelligently and may be embedded within a web page. For example, MP3 files will be displayed using a built-in streaming player, as will movie files, flash animations and so on. There are many options for displaying your content in popup windows, framed windows and so on.

DIRECTORY The directory resource can display a whole folder (and its subfolders) from your course files area. Students can then browse and view all those files. This is only way to give students a portal into your course files area, which are otherwise for teachers' eyes only.

IMS CONTENT PACKAGES IMS content packages can be created and edited using a variety of content-authoring softwares. Content is usually displayed over several pages, with navigation between the pages. The content-authoring software produces a zip file, which can then be uploaded to your course in Moodle. The zip file is unzipped in Moodle, and the content of the package displayed. There are various options for displaying content in a popup window, with a navigation menu or other buttons.

ADD A LABEL Labels are a little different from other resources because they are text and images that are actually embedded directly among the other activity links in the course page.

Follow the links below to locate great Moodle Ideas for grade levels, and learning styles.

Content Areas
Language Teaching

A label is most often used as an organizational or aesthetic item, adding structure and clarity to a course by organizing sections, topics, or adding descriptions. They can also be used to hold images, videos or links!



RESOURCES FOR OFFICE PROFESSIONALS
Use the resource menu to link to employment-related forms, like expense reports, vacation requests, timesheets or performance evals; try a directory to display a folder of manuals, handouts or handbooks; consider adding labels to organize your topics, or to add information and instructions.



RESOURCES FOR TEACHERS
Use labels to organize your course into units or lessons; link to external articles on the web, then ask student to discuss them in a forum; compose a webpage with your contact information, syllabus, and objectives; display a directory of all of your course handouts for downloading.

Links to files display their own icons automatically, so your users know what kind of file they're about to open, like these image, audio, flash, video, PowerPoint, and Adobe files.

Depending on what type of file you're using, your browser may either open the file right inside Moodle, download it to your computer, or open it automatically in the program for which it was written, such as Word or Adobe Reader.

More FAQs

Q What is the difference between a resource and an activity?

A Resources are meant to be read, downloaded, accessed and absorbed. They can be thought of as one-way-only — a method of the teacher distributing information to students without anything coming back. Activities are the *interactive* tools that let students communicate, collaborate, and test their skills.

Q I don't know what a setting means on my activity or resource settings page. Where can I find answers to my questions?

A Try clicking on the ? icon next to the setting you're wondering about. If there isn't a ?, visit www.moodle.org and enter the activity type or the setting into the search field to locate the official documentation on that activity.

Q I don't know what resource or activity to use for what I want. Help!

A First, consider your purpose: is it to distribute information, or to have an exchange with your participants? Is it to test their understanding, or to have them turn in an assignment? Think about your long-term goals, then review the descriptions for what seems to be the best tool. Alternatively, try out the tool you're considering at demo.moodle.org before building it in your course — risk free Moodling! And remember, you can always try another tool if the one you chose doesn't end up fitting your needs.

Course Administration

Administration

- Turn editing on
- Settings
- Assign roles
- Grades
- Outcomes
- Groups
- Backup
- Restore
- Import
- Reset
- Reports
- Questions
- Files

The Admin block, to a teacher

Features in the **Administration Block** allow teachers to manage Course settings, assign participants to student and teacher roles, and view the course gradebook. Groups can be made in the admin block, to create teams of students for various activities. Teachers can backup their course to save a copy, restore an old version of their course from a backup, or import content from another course they teach. The can also reset their course, to empty it of student grades and assignments, and view the activity reports for all participants (also called "logs"). Last, teachers can manage their Question banks, and share their questions with others.

Administration

- Grades
- Profile

The Admin block, to a student

Another much used feature of the administration block is the Files link. From here you can upload digital files for inclusion in an activity or resource. These files can be organized into folders, renamed, or deleted as needed.